Paperwork Burden Statement

<div align="center">

Instructions

Comprehensive Program Annual Performance Report

</div>

Recipients of discretionary grants must submit an annual performance report that demonstrates that substantial progress has been made toward meeting the objectives of the project. These instructions have been designed so that the annual performance report will provide the Department with the information it needs to determine whether recipients have made such progress, including progress related to purposes specific to the Comprehensive Program (e.g., sharing lessons learned about innovation with the larger postsecondary community).

The Department will notify recipients of the due date for submission of the annual performance report. Submit an <u>original</u> and <u>one copy</u> of the report. Read instructions carefully for each section of the report, including separate guidelines provided for Section II (Project Description) and Section IV (Budget Status).

I.   Cover Sheet.

Complete the cover sheet with appropriate information. This form and other annual reporting materials may be found on the FIPSE website at <u>http://www.ed.gov/FIPSE</u>.

II.   Project Description

Follow the enclosed guidelines to complete the annual update of your project description.
a. For projects that are operating in the first budget period, please update the one-page abstract submitted with your final application to the Comprehensive Program.
b. For projects that are operating in interim budget periods, please update the project description submitted with last year's annual performance report.

III.   Project Status

The main purpose of the Comprehensive Program Annual Grant Performance Report is to summarize and describe the progress of your project for the current reporting period. In a narrative of no more than 10 pages, relate the activities, successes, and difficulties that your project experienced during the past year. As a part of the narrative, or separately, if not covered, answer the following questions. Check (✓) that you have responded to every question.

☐ Report your progress in accomplishing the objectives of the project. For each project objective, describe project activities and outcomes since the submission of the last performance report or (if you are currently in the first budget period) since the start of the project. Include quantifiable data in your narrative when available. Discuss the reasons for any setbacks or hurdles you have experienced, and describe significant changes that occurred this year (e.g., changes in project leadership, staffing patterns, strategies, activities).

☐ Discuss any significant changes proposed for the coming year.

☐ In what ways is your project improving the quality of teaching and learning within your institution?

☐ Is your project making an impact on educational practice in other institutions? If so, please describe the evidence of impact. To what extent and by what means are materials and practices developed in your project being disseminated to others?

☐ How is your evaluation proceeding? What specific measurements are you developing and using to determine the progress of your project? How often do you collect evaluation data on your project? Are you experiencing any difficulties gathering data on your objectives? Are there any changes or delays from your original evaluation plan?

☐ What indications are there that your project is likely to be sustained over the long term, i.e., become institutionalized and continue as a model for others?

☐ Are there products and resources resulting from your project thus far? (Check as many as apply.)

___ journal articles	___ printed course materials and modules
___ books	___ web course materials and modules
___ textbooks	___ other project materials on the Internet
___ guides/handbooks	___ evaluation reports
___ video or audio disks	___ conference proceedings
___ CD-ROMS	___ policy documents
___ software programs	___ other (explain) _____

___ syllabi

☐ Has your project received special recognition from your institution or others (e.g., additional funding, awards)?

IV.   Budget Information

Performance Reporting Period: This is the time-frame for which the information is requested for Parts III and IV of the performance report.

a. For projects that are operating in the <u>first</u> budget period, this period is from the start of the project through 30 days before the due date of this report.

b. For projects that are operating in interim budget periods, this period is from the end of the reporting period from the last annual report (that you submitted to receive your current continuation funding) through 30 days before the due date of this report.

Prepare a Budget Status Report following the sample provided. (Round to the nearest dollar. <u>Do not report cents</u>.) You are asked to create a chart to show the status of budget expenditures for the current budget period and the expenditure of any carryover funds from the previous budget period(s). The accompanying narrative should indicate whether expenditures are being made as planned.

U.S. Department of Education
Fund for the Improvement of Postsecondary Education
COMPREHENSIVE PROGRAM GRANT PERFORMANCE REPORT

Use information from the Grant Award Notification for items 1., 2., and 6.

1. PR/Award No. (e.g. P116B991234) [See Grant Award Notification]
    P116B__ __ __ __ __ __

2. Recipient Name and Address [See block 1 of the Grant Award Notification]

3. Project Title [from final application to the Comprehensive Program]

4. Contact Person
    ☐ Check here if the contact person has changed since the grant application was submitted (for projects in the first year) or the last annual report was submitted.

    Name _____
    Title _____
    Telephone Number (_____) _____
    Fax Number   (_____) _____
    E-Mail Address _____
    Project URL (if applicable)
    _____

5. Performance Reporting Period
    This is the time-frame for information requested in Parts III and IV on project status. See instructions for details.

6. Current Budget Period [See most recent Grant Award Notification]

Authorized Representative

    Name (typed or printed)
    _____
    Title
    _____

    Signature _____ Date
    _____

Comprehensive Program
Guidelines for Annual Project Description

The project description will be used in the FIPSE Program Book and the FIPSE website to describe your project. Both the Program Book and the searchable listing on the website are designed to facilitate networking and cross-fertilization among FIPSE sponsored projects as well as to serve as a resource on new directions in postsecondary education for the Secretary of Education, members of Congress, faculty, and others.

Each FIPSE project director must compose a summary description at the beginning of the grant period and update that description each year throughout the funding of the project year. Your project will be added to our website shortly after the publishable version is distributed. Good project descriptions help FIPSE project directors with similar interests engage in a conversation and also provide a method for anyone interested in your project to contact you for more information.

Write your description to share information about your project's accomplishments and to invite national discussion about improvements in postsecondary education addressed in the project. Please make sure your description is current. For samples of the <u>content</u> for your project description, please go to the 1999 Program Book on the FIPSE web site at <u>www.ed.gov/FIPSE</u>. Do not use examples in the Program Book for guidance on <u>formatting</u> your description; use the Submission Specifications given below.

Contents of Project Description

1. **Name of Institution**

2. **Title of Project**

3. **Essay Description**
Begin your description with the project title as you wish it to appear. <u>Your essay should not exceed 500 words or one single-spaced page and should include the following points:</u>
   - An **overview of the problem or issue** addressed by your project, including a description of the national context in which the innovation is taking place.
   - A **description of your strategy for improvement**, indicating how you are addressing the problem or issue and how well your strategy is working thus far. After the first year, have any important breakthroughs or difficulties caused you to modify your original plans?
   - A **summary of the project's goals and activities**, including what the postsecondary education community may gain from your efforts.
   - A **description of your evaluation, dissemination, and institutionalization** procedures. What progress have you made in these areas?
   - In the last paragraph, identify any **awards and honors** your project has received.

4. **Contact Information**
At the end of the essay, please include the following contact information.

- Project Director Name
- Complete Institutional Name
- Complete address
- Phone number
- Fax number
- E-mail address
- Project website
- Award Number and Grant Period (e.g. P116B991234, 9/1/2000-8/31/2002.)

Key Descriptors (for indexing purposes)
Please choose the first and second most appropriate key word or phrase descriptors for your project from the enclosed descriptor form. The first choice should be the keyword that best describes your project.

Key Descriptor One	Key Descriptor Two
1.	2.

Access, Retention and Completion	Adult Education	Articulation and School~College Partnerships	Assessment	Business and Economics
Campus Ethos	Cost Effectiveness/ Restructuring	Critical Thinking	Curricular Reform	Disabled Learners (Disability Issues)
Dissemination	Distance Learning	Engineering	Ethics	Faculty Development
The Fine Arts	Graduate and Professional Education	Health and Medicine	Interdisciplinary Studies	International Education
Language Learning	Liberal Arts/Core Curriculum	Mathematics	Multicultural Curriculum	School-to-Work Initiatives
The Sciences/Science Education	Service Learning	Social Sciences	Teacher Education	Teacher Assistant Training/Preparing College Teachers
Teaching Effectiveness	Technology	Women's Studies/Issues	Writing	

Submission Specifications
- MS Word only
- Save description in an MS Word file. Attach description to e-mail message.
- Do NOT format. Do NOT try to prepare your description as it will appear in the Program Book or website. Prepare it as a general document – NO columns, NO indents
- Do NOT use bold or italics
- Use only Times New Roman, 12 point.

Comprehensive Program Budget Status Report

Chart.   The annual budget report must show five columns of figures. The first four are related to funds awarded this budget period: your budget for the current budget period, expenditures made during this budget period to the date of this report; obligations and projected expenditures from the date of this report to the end of the grant year; and an estimate of unobligated funds. The last column shows unobligated funds carried over from the previous budget period(s).

Narrative.   If you are not expending funds in the way expected, identify changes to your budget resulting from modifications of project activities.   If you expect to have unexpended funds at the end of the current budget period, explain the reason, provide an estimate of the difference, and indicate whether you intend to carry forward the balance into the next budget period.

Amount of Award for Current Fiscal Period: $71,971

SAMPLE BUDGET STATUS CHART

	Current Budget 9/01/99 8/31/00	Expenditures 9/01/99 4/15/00	Obligations and Projected Expenditures 4/15/00 – 8/31/00	Estimated Unobligated Balance 8/31/00	Unobligated Carryover from Previous Budget Period(s)
A. Direct Costs					
1. Salaries	53,450	16,750	5,617	11,083	3,611
2. Benefits	10,690	3,350	5,124	2,216	759
3. Travel	1,000	820	180	0	
4. Materials	1,000	630	370	0	
5. Consultants	500	500	0	0	
6. Other	0	0	0	0	
B. Indirect Costs	5,331	1,764	2,503	1,064	350
Total	71,971	23,814	33,794	14,363	4,720